



<https://internforza.online/job/sasol-administration-learnerships-2026/>

Sasol Administration Learnerships 2026

Description

Sasol invites suitably qualified candidates to apply for the Administration Learnership Programme 2026. This 12-month learnership combines theoretical training aligned to an accredited NQF Learnership programme with practical workplace experience across Sasol's operations. The programme aims to equip entry-level learners with essential administrative and business skills, improving employability and workplace readiness. Learners will gain foundational competencies in literacy, numeracy, communication, computer applications, and basic business principles.

Learnership Locations

- Secunda, Mpumalanga
- Sandton, Gauteng
- Sasolburg, Free State

What You Will Learn (Theoretical Component)

The learning curriculum includes, but is not limited to:

- Entrepreneurship
- Business Operations
- Customer Service
- Business Accounting
- Maths Literacy
- Communication Skills
- Computer Skills

Key Responsibilities (Practical Component)

During the workplace experience phase, learners will:

- Provide administrative support within various departments
- Assist managers with documentation, filing, data entry, scheduling, and general office duties
- Contribute to improving overall departmental efficiency
- Develop strong professional behaviours and workplace readiness skills

Minimum Requirements

- Matric / Grade 12 (Compulsory)
- A Diploma and/or Bachelor's degree will be advantageous.
- Willingness to commit to a full 12-month learnership programme.
- Strong interest in administration and business support functions.

Hiring organization

Sasol

Employment Type

Intern

Duration of employment

12-months

Industry

Chemical Manufacturing

Working Hours

09

Date posted

December 8, 2025

Valid through

08.12.2029

How to Apply

Interested applicants can apply online through the official Sasol careers portal:

[🔗 Apply Here:](#)